

## All New Employees

### Drug and Alcohol Testing Program

All persons newly hired by the Department of Licensing and Regulatory Affairs (LARA) must review and acknowledge receipt of the on-line information regarding the state's Drug and Alcohol Testing Program.

Please complete the required training course and information review as outlined below at a time convenient for you within the first pay period of hire.

- 1) Go to the OSE New Employee Training For Drug and Alcohol Testing website:  
<http://inside.michigan.gov/ose/lr/Pages/LR-DandA-New-Employee-Training.aspx>
- 2) Click on each link numbered **1 – 19**, beginning with “**Drug and Alcohol Testing Program PowerPoint**” and review the information; print any desired information. (NOTE: It is not necessary for you to review the information contained in numbers 20-30 as this information is not applicable to you.)
- 3) Within the first pay period of hire, sign, date, and submit to the LARA Office of Human Resources the “**Acknowledgement of Training,**” item # 4.

If assistance is needed, please call the LARA Office of Human Resources at 517-373-4769.